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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

8 August 1950

SUBJECT: Procurement and Retention by CIA of Employees Who Are in or Subject to Active Military Service.

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REFERENCE:

1. Reference Notice contains information and procedures for handling subject cases involving retention of employees on CIA rolls in any capacity, both overt and covert, except consultants.

2. Additional subject cases requiring action are:

a. Prospective employees tentatively accepted and in process for civilian employment.

b. Prospective employees not yet tentatively accepted whose applications have not been placed in process. This category includes individuals the need for whose services does not presently exist but is anticipated within the foreseeable future.

c. All categories of consultants.

d. Active military personnel in excess of current authorization by the Secretary of Defense. This category includes any special military units which may be required for activation and staffing for CIA use and civilian individuals, whether or not now on CIA rolls, whose duty assignments require active military status.

3. Policies:

a. Regular members of the Armed Services on active duty will normally be released from CIA for active military service upon the request of the military department concerned. Such requests will not be denied under any circumstances without the prior written authorization of the Director or the Executive.

b. Normally, no request will be made for the deferment from active military service of any consultant. If the services of a consultant are so vital as to justify

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deferment, he should be given full CIA employment status not in a consultant capacity. Deferment will not be requested under any circumstances without the prior written authorization of the Director or the Executive.

c. Normally, no request will be made for the deferment from active military service of any outside individual or group of individuals based on engagement in external research or other activities for or on behalf of CIA. Such requests will not be made under any circumstances without the prior written authorization of the Director or the Executive.

d. Each CIA civilian employee eligible and requested by proper authority for active military service, who can be adequately replaced, will be released for active military service immediately upon the availability of a properly trained and competent replacement. As overlap periods for understudy and CIA training purposes will often be essential in such cases authority is granted to fill specific single positions with two individuals for this purpose when considered justifiable by the Personnel Director.

e. The only basis for requests by this Agency for deferment of any individual from active military service will be the demonstrated fact that the services of such an individual are essential to the successful accomplishment of the CIA mission. Any effort to use Agency deferment privileges for personal reasons, favoritism to either employees or others or for any other reason than that stated in the foregoing sentence, will result in the instant dismissal from CIA of all concerned in such effort.

4. All requests for action involving categories listed in paragraph 2, above, will be made by appropriate Assistant Directors and Staff Chiefs to the Personnel Director. The Personnel Director is charged with direct responsibility for and overall supervision over all matters covered in this Instruction. He will utilize as he sees fit the established Agency administrative channels and facilities to carry out his responsibilities.

5. Contact and liaison control points have been established in the Office of the Director of the Selective Service System and the Office of the Secretary of Defense to handle all matters covered by this Instruction. Within CIA the exclusive liaison authority and responsibility for contact with those control points is vested solely in the Executive, the Deputy Executive and the Personnel Director, and those officials constitute the only authorized channel for all CIA activities for dealing with the Selective Service System and the Department of Defense in connection with such matters.

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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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